

# Memorandum



**Date:** May 8, 2007

**To:** Honorable Chairman Bruno A. Barreiro and Members,  
Board of County Commissioners

**From:** George M. Burgess  
County Manager

**Subject:** Progress Report of the Miami-Dade County Resource Conservation Committee

Agenda Item No.  
12(B)2

I am pleased to present to the Board the attached "Progress Report" of the Miami-Dade County Resource Conservation Committee, which covers the period from October 2004 to September 2006. This report provides an update on the status of the County's Recycling and Environmentally Preferable Purchasing (EPP) activities.

On April 22, 2003, the Miami-Dade County Board of County Commissioners passed Resolution R-374-03, which established a policy for the County to favor waste-reduction, environmentally based promotional activities, and purchases of commodities containing recycled or recyclable content. The Resource Conservation Committee (RCC) was created as a result of this Resolution and placed under the purview of the Department of Environmental Resources Management (DERM). This resolution also required an annual "Progress Report" during April of each year to coincide with Earth Day.

  
Assistant County Manager

**Miami-Dade County Resource Conservation Committee  
2006 Annual Report**

On April 22, 2003, the Miami-Dade County Board of County Commissioners passed Resolution R-374-03, which established a policy for the County to favor waste-reduction, environmentally preferred promotional activities, and purchases of commodities containing recycled or recyclable content. The Resource Conservation Committee (RCC) was created as a result of this Resolution and placed under the purview of the Department of Environmental Resources Management (DERM). The first annual report, entitled "Summary Report for Recycling and Environmentally Preferable Purchasing for the Period of April 1, 2003 – March 31, 2004" was submitted to the Board on August 3, 2004. The report summarized the efforts of the committee and recommended implementation of policies and guidelines to encourage waste reduction, promote recycling activities, and initiate Environmentally Preferable Purchasing (EPP) activities among County Departments. Additionally, Resolution R-702-05, sponsored by Commissioner Sorenson and passed on June 7, 2005, set forth the following four items as part of a five-year goal:

1. Increasing the percentage of County purchases of office goods containing recycled material and/or identified as an environmentally preferred product;
2. Increasing the rate of participation in recycling by County agencies;
3. Increasing the overall percentage of the County operational waste stream that is eliminated or diverted through recycling and conservation efforts; and
4. Reducing operational costs through environmentally preferable products, services and practices.

The RCC has continued their efforts throughout this reporting period. In an effort to track and evaluate accomplishments, County Departments participating in RCC were provided with Data Collection Forms addressing three areas of environmental concerns; Recycling & Reuse, Recycled Content Purchasing, and Environmentally Preferable Purchasing. Of the thirty-nine (39) County Departments represented on the RCC, twenty-six (26) Departments responded to the RCC's request for environmental activities performed during FY 2005 and FY 2006. The following are some of the accomplishments realized during this reporting period:

- The purchase of items containing recycled material and/or identified as environmentally preferred products doubled since 2004.
- The number of departments that are recycling items increased since the last reporting period. The type of items being recycled, including tires, shop rags and towels, toner cartridges, and solvents and refrigerants, increased by 50%, and resulted in an overall savings of \$2,393,762 over the last two-year period.
- The operational waste stream created by county operations was decreased through recycling and purchasing activities. A notable addition to diverting waste from the landfill is the recycling of over 136,469 vehicle tires. Another example of reducing the waste stream is the purchase of biodegradable janitorial products. An additional department began purchasing EPP janitorial products during 2006.
- The recovery of methane gas from wastewater treatment plants and its use as an on-site fuel is an example of reducing operational costs through environmentally preferable practices. In addition to the environmental benefits, the county saved over 5 million dollars in operational cost over the last three years.

The following sections provide a further description of each of the three areas of environmental concern that were reported on by the departments.

**Miami-Dade County Resource Conservation Committee  
2006 Annual Report**

**RECYCLING**

Recycling diverts wastes from final disposal by reprocessing to remove and utilize valuable components such as feedstock or raw material in the manufacturing of new products. The RCC focuses on identifying appropriate recycling initiatives and facilitating their implementation in County departments and operations, and continues to monitor office paper and used toner cartridge recycling activities. Numerous items are recycled by County departments from paper products, to carpet, to fleet maintenance materials. Table 1 provides information about those items that were recycled during the reporting period. As shown, in some instances, money was saved and in some instances costs were incurred.

A number of new items are being recorded since the first RCC report including tires, shop rags/towels, toner cartridges and solvents/refrigerant, which brings the total recyclable items monitored, from eight to twelve. The Recycling Cost/Savings in Table 1 indicate a cumulative total of \$2,568,619.00 saved since the adoption of Resolution R-374-03. Table 1 provides a breakdown of the recycling costs and/or savings for each item currently recycled by the County. Changes in savings are affected by fluctuations in economic and market trends, and sometimes contract specifications. For example, EcoPaper, Inc. was awarded a recycling contract with the County in 2004 and unlike its predecessor, agreed to pay the County for picking up waste paper, regardless of market conditions.

**Miami-Dade County Resource Conservation Committee  
2006 Annual Report**

**Table 1 Recycled Materials**

| Recycled Item                                | Quantity      |               |               | Units    | (Cost)/ Savings    |                |                |
|--|---------------|---------------|---------------|----------|--------------------|----------------|----------------|
|  | 2003-2004     | 2004-2005     | 2005-2006     |          | 2003-2004          | 2004-2005      | 2005-2006      |
| Batteries (Alkaline & Rechargeable)          | 21,150        | 12,534        | 11,690        | lbs.     | (\$14,735.79)      | (\$2,831.35)   | (\$2,680.00)   |
| Vehicle Batteries                            | 1,497         | 459           | 20            | each     | \$17,186.58        | (\$26,227.55)  | \$120.00       |
| Carpet                                       | 105,137       | 21,361        | 5,000         | yds      | (\$26,284.25)      | (\$397,626.00) | (\$930,727.00) |
| Florescent Lamps                             | 42,134        | 52,306        | 5,600         | each     | (\$22,176.50)      | (\$8,559.44)   | (\$6,323.00)   |
| Fuel   | 554,368       | 714,961       | 514,077       | gallons  | \$203,384.00       | \$428,976.60   | \$656,007.29   |
| Paper  | 770,838       | 488,703       | 372,997       | lbs.     | (\$7,448.36)       | \$6,940.00     | \$6,829.00     |
| Scrap Metal                                  | 819,875       | Not Available | Not Available | lbs.     | \$10,935.00        |                |                |
| Used Oil                                     | 106,266       | 131,196       | 131,040       | gallons  | \$13,996.63        | \$16,201.86    | \$17,303.90    |
| Shop Rags & Towels                           | Not Available | 9,686         | 161           | std drum |                    | (\$6,330.00)   | (\$10,251.31)  |
| Used Tires                                   | Not Available | 66,310        | 70,159        | lbs.     |                    | (\$3,057.30)   | (\$2,654.75)   |
| Toner/ Cartridges                            | Not Available | 4,166         | 3,390         | each     |                    | \$5,687.50     | \$3,358.00     |
| Solvents/ Refrigerant                        | Not Available | 1,850         | 1,633         | gallons  |                    | (\$4,163.00)   | (\$3,918.60)   |
| <b>Recycling Total Savings for 2003-2004</b> |               |               |               |          | \$174,857.31       |                |                |
| <b>Recycling Total Savings for 2004-2005</b> |               |               |               |          |                    | \$805,244.00   |                |
| <b>Recycling Total Savings for 2005-2006</b> |               |               |               |          |                    |                | \$1,588,518.00 |
| <b>Total savings to date</b>                 |               |               |               |          | <b>\$2,568,619</b> |                |                |

It is important to note that one department did not provide information for cost/saving to correspond to the volume of recycled material reported; therefore the figure may be understated. Costs and savings are dependent on market conditions/prices therefore creating variations from year to year in some of the recycled items.

### **Electronics Recycling**

The RCC evaluates current policies regarding reuse, recycling, or disposal of all waste and/or excess electronic equipment generated by County departments, in an effort to ensure the proper management of these materials and to allow for the implementation of new or revised policies as needed. An example of this effort is the development of an "end-of-life" clause for new wireless service contracts, which would require the vendor to take back electronic equipment after their useful life. The incorporation of this language is under development in collaboration with the Department of Procurement Management and will be finalized in 2008.

### **ENVIRONMENTALLY PREFERABLE PURCHASING (EPP)**

Environmentally Preferable Purchasing, or EPP, may be described as the purchase of products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. The RCC identifies and facilitates implementation of EPP initiatives for Miami-

**Miami-Dade County Resource Conservation Committee  
2006 Annual Report**

Dade County departments and operations. The objectives are: to promote the purchase of products with recycled content; purchase environmentally preferable products at comparable or lower prices; identify products currently available at GSA, and work to clearly identify them as a priority choice; and explore the possibilities of ordering products from office supply stores that have large inventories of recycled-content and EPP products. The information provided for this category does not lend itself well to database tabulation, so the table below provides brief descriptions. From the information provided by departments, it is estimated that the County saved approximately \$2,000,000 annually and more than \$6,400,000 over the 2003 – 2006 time period.

| <b>Table 2: EPP</b>  |                   |                                     |  |
|--|-------------------|-------------------------------------|--|
| <b>2003 - 2004</b>   |                   |                                     |  |
| <b>Initiative</b>  | <b>Department</b> | <b>Annual \$ Savings (Estimate)</b> | <b>Environmental and Monetary Impact</b>   |
| The required Annual Bond Holders Book Report is distributed on CD rather than hard copy, as previously done.                                 | Finance           | \$16,000.00                         | Reduced paper usage for this report by 50% and reduces pollutants associated with paper production.  |
| Transitioned from traditional film cameras to digital cameras.   | DERM              | \$42,000                            | Resources conserved and pollution prevented from production and developing of film.  |
| Heavy-duty tires are recapped up to 3 times, prior to final disposal.  | GSA               | \$1,141,552.00                      | Reduced energy and natural resource (oil) usage by recapping old tires instead of manufacturing new tires. Also saves landfill space.                |
| PuraDYNE oil filters installed on most heavy-duty equipment.   | GSA               | \$18,480.00                         | Oil consumption reduced by 50% and oil filters usage reduced by 66%.   |
| Wastewater treatment plants recover 29,376,000 KW/Yr of methane gas generated from the wastewater treatment process for use as fuel on-site. | WASD              | \$1,013,472.00                      | Makes use of waste product, methane, that is a "Global Warming Gas", and avoids pollution produced from other sources of energy such as electricity. |
| <b>Total Savings for These Initiatives (2003-2004)</b>   |                   | <b>\$2,231,504</b>                  |  |

**Miami-Dade County Resource Conservation Committee  
2006 Annual Report**

| <b>Table 3</b>   |                     |                                     |   |
|--|---------------------|-------------------------------------|---|
| <b>2004 – 2005</b>   |                     |                                     |   |
| <b>Initiative</b>  | <b>Department</b>   | <b>Annual \$ Savings (Estimate)</b> | <b>Environmental and Monetary Impact</b>  |
| "The Bondholder's Book" updates all operating statistical data for outstanding bonds under the Securities and Exchange Commission rule 15 c2-12. Hard copies were produced on paper and distributed to appropriate county agencies.  | Finance Department  | \$16,000.00                         | As a result of producing half the copies on CD, paper usage and production costs were reduced by 50%, which also reduces pollutants associated with paper production. |
| Janitorial Products (Cleaning/ Scouring /Washing Compound, paper towel rolls, floor) with environmentally friendly products or approved equal, packaged individually, 250 1-1/2 oz. Packets per tubing.  | Human Services      | \$3,716.53                          | Products are biodegradable and will decompose leaving no chemical residuals that otherwise may impact the groundwater or drinking supply.                             |
| Replaced Styrofoam cups and plates with recycled paper products  | Aviation Department | -\$75,167.50                        | Reduce energy and natural resources. Paper products are more biodegradable and minimize the impact of storage capacities at the landfill.                             |
| Continued transition from traditional film cameras to digital cameras.   | DERM                | Ongoing                             | The transition from traditional film to digital cameras will conserve resources and reduce chemical by-products generated from film production.                       |
| Methane gas used in Co-generation as power for treatment plants  | WASD                | \$2,007,508                         | Methane is a renewable resource, unlike petroleum products used by FPL. Methane is more expensive to use than FPL power due to the operations/maintenance costs       |
| Garbage bags, Storage bins, wood planks, Plastic, Signs, Parking logs, Fencing material, Plastic tools, Paper cups, Recycled Copy Paper, Recycled tissue and napkins, Ink and toner cartridges, Rechargeable batteries, Solar calculators, Mulching lawn mowers, Reusable/ recleanable air filters, Re-manufactured parts and supplies, organic and inorganic mulch products, Recycled/recyclable rags & cloths, Recycled/ recyclable rubber products, Recycled oil products | Seaport             | Ongoing                             |   |
| <b>Total Annual Savings (2004-2005)</b>  |                     | <b>\$1,952,057</b>                  |   |

**Miami-Dade County Resource Conservation Committee  
2006 Annual Report**

| <b>Table 4</b>  |                            |   |  |
|---|----------------------------|---|--|
| <b>2005 – 2006</b>  |                            |   |  |
| <b>Initiative</b>   | <b>Department</b>          | <b>Annual \$ Savings<br/>(Estimate)</b> | <b>Environmental and Monetary Impact</b>   |
| "The Bondholder's Book" updates all operating statistical data for outstanding bonds under the Securities and Exchange Commission rule 15 c2-12. Hard copies were produced on paper and distributed to county agencies.   | Finance Department         | \$16,000.00                             | As a result of producing half the copies on CD, paper usage and production cost were reduced by 50%, which also reduces pollutants associated with paper production. |
| Janitorial Products (Cleaning/ Scouring /Washing Compound, cleaner/ degreaser, paper towel rolls, floor stripper, floor finish, disinfectant, carpet cleaner) with environmentally friendly products or approved equal, packaged individually, 250 1-1/2 oz. Packets per tubing.  | Human Services, Park & Rec | \$12,969.25                             | Products are biodegradable and will decompose leaving no chemical residuals that otherwise may impact the groundwater or drinking supply.                            |
| Replaced Styrofoam cups and plates with recycled paper products   | Aviation Department        | ongoing                                 | Reduce energy and natural resources. Paper products are more biodegradable and minimizes the impact of storage capacities at the landfill.                           |
| PuraDYNE oil filters came installed on 12 new trucks this period.   | GSA                        | ongoing                                 | Oil consumption reduced by 50% and oil filter usage reduced by 66%.  |
| Methane gas used in Cogeneration as power for treatment plants  | WASD                       | \$2,281,780                             | Methane is a renewable resource, unlike petroleum products used by FPL. Methane is more expensive to use than FPL due to the operations/maintenance costs.           |
| Continued transition from traditional film cameras to digital cameras.  | DERM                       | ongoing                                 | The transition from traditional film to digital cameras will conserve resources and reduce chemical by-products generated from film production.                      |
| Recycled plastic Garbage bags, Storage bins, Simulated wood planks, Plastic Stantions, Signs, Parking logs, Fencing material, Plastic tools, Paper cups, Recycled Copy Paper, Recycled tissue and napkins, Ink and toner cartridges, Rechargeable batteries, Solar calculators, Mulching lawn mowers, Reuseable/recleanable air filters, Remanufactured parts and supplies, organic and inorganic mulch products, Recycled/recyclable Rags & Cloths, Recycled/recyclable Rubber Products, Recycled oil products | Seaport                    | ongoing                                 |  |
| <b>Total Annual Savings (2005-2006)</b>   |                            | <b>\$2,310,749</b>                      |  |

Tables 2, 3, and 4 above highlight those EPP initiatives that have provided the County with a significant cost savings, as well as the environmental benefits associated with them. There have been four departments added to those from the FY04 report that are making environmentally preferable purchases. Some other EPP initiatives have been implemented that may not realize a savings, but provide other value in addition to the environmental benefits. For example, each year DERM purchases recycled plastic content T-shirts for its Bayanza Bay Clean-up Day. The T-shirts serve as an educational tool, to teach the public participants at the event about the importance of recycling and buying products made from recycled materials. It is important to note that other EPP initiatives are likely in place but not formally reported because many individuals do not understand the concept of EPP, and

**Miami-Dade County Resource Conservation Committee  
2006 Annual Report**

therefore may not realize they are implementing these types of projects. DERM staff and the Miami-Dade Resource Conservation Committee worked with departments to clarify the concept, and were able to identify the additional categories of purchases identified in Tables 3 and 4 above.

**RECYCLED-CONTENT PURCHASES / "GREEN PURCHASING"**

To complete the recycling loop, there must be a demand to use the materials being recycled. It is therefore important to "close the loop" by purchasing products made from recycled materials. There are currently many items with recycled content available for purchase, both within the County system as an employee, and outside the County system, as a private consumer.

The purchasing of recycled products can result in environmental and economic benefits. Moreover, it supports local recycling programs by creating markets for the collected materials that are processed and used to manufacture new products. This creates jobs and helps strengthen the economy; conserves natural resources; saves energy; reduces solid waste, air and water pollutants, and greenhouse gases that contribute to global climate change. GSA currently offers 79 items that are made of recycled content materials ranging from toner cartridges to recycled paper. Tables 5 and 6 below identify the products containing recycled materials purchased over the last three years.

**Table 5: Recycled Content Purchases**

| <b>2003-04</b>                  |                    |              |                     |
|---------------------------------|--------------------|--------------|---------------------|
| <b>Recycled Content Item</b>    | <b>Quantity</b>    | <b>Units</b> | <b>Expenditures</b> |
|                                 | <b>2003 - 2004</b> |              | <b>2003 - 2004</b>  |
| Calendar Books/Planners         | 9,589              | Items        | 39,392.80           |
| Storage Boxes                   | 8,040              | Items        | 102,912.00          |
| Carpet                          | 10,000             | Sq. Yards    | 241,787.00          |
| Clipboards                      | 2,737              | Items        | 7,428.35            |
| Monthly Planner Desk Pads       | 15,269             | Items        | 14,505.55           |
| Recycled File Folders           | 10,781             | Boxes        | 63,937.20           |
| Classification & Budget Folders | 4,612              | Boxes        | 106,122.25          |
| Recycled-content Paper          | 9257               | Cases        | 232,904.15          |
| Expanding Pocket Files          | 28,181             | Items        | 17,568.25           |
| Paper Towels                    | 2,774              | Cases        | 31,615.40           |
| Toilet Paper                    | 760                | Cases        | 22,938.75           |
| <b>Total</b>                    |                    |              | <b>\$881,112</b>    |



**Miami-Dade County Resource Conservation Committee  
2006 Annual Report**

| <b>Table 6<br/>2004 - 2006 Recycled Content Purchases</b> |                    |                    |              |                     |                    |
|---|--------------------|--------------------|--------------|---------------------|--------------------|
| <b>Recycled Content Item</b>                              | <b>Quantity</b>    |                    | <b>Units</b> | <b>Expenditures</b> |                    |
|   | <b>2004 - 2005</b> | <b>2005 - 2006</b> |              | <b>2004 - 2005</b>  | <b>2005 - 2006</b> |
| Calendars/Planners  | 45,507             | 45,496             | Each         | 118,575.40          | 133,427.50         |
| Calculator Paper  | 8314               | 7069               | Each         | 2,737.00            | 2,456.30           |
| Clipboard (letter)  | 2270               | 2980               | Each         | 5,323.10            | 6,943.20           |
| Computer paper  | 2,679              | 2,328              | Case         | 47,285              | 47,302.35          |
| Disk/CD Mailer  | 84                 | 89                 | Boxes        | 1,557.40            | 2,128.95           |
| Easel Pad   | 168                | 129                | Carton       | 3,023.00            | 2,142.00           |
| Erasers (rubber)  | 1,139              | 722                | Each         | 373.25              | 268.40             |
| File Folders  | 34,418             | 35,969             | Boxes        | 259,954             | 273,642            |
| File Pockets  | 30,359             | 27,519             | Each         | 16,853              | 15,185             |
| Labels  | 25                 | 18                 | Box          | 163.60              | 144.45             |
| Metal Fasteners (for paper)                               | 1,703              | 1,524              | Box          | 1,982.25            | 1,541.40           |
| Notebook Filler   | 490                | 357                | Pack         | 1,110.90            | 602.95             |
| Office paper  | 903                | 753                | Case         | 9,837.85            | 9,857.85           |
| Other paper   | 8280               | 6390               |              | \$221,365.25        | \$187,514.85       |
| Paper Towels  | 5,013              | 6962               | case         | 76,396.05           | 108,793.75         |
| Pencil Cup Black  | 588                | 598                | Each         | 902.90              | 830.90             |
| Post-It   | 4,912              | 3,679              | Pack         | 37,181              | 15,050             |
| Report Covers/Tabs  | 2,988              | 3,147              | Box          | 19,131.05           | 19,383.25          |
| Storage Boxes   | 7,233              | 8,243              | Pack         | 89,536              | 93,900.80          |
| Toilet Tissue   | 1,148              | 1,754              | Case         | 35,493              | 50,473.30          |
| Waste Basket  | 931                | 435                | Each         | 4590.95             | 2579.5             |
| <b>Total for Items in Chart</b>                           |                    |                    |              | <b>\$953,371</b>    | <b>\$974,168</b>   |

Paper purchasing remains a high priority for the committee because of the high volume utilization of this product. Several initiatives will be continued from the last reporting cycle:

1. While mixed-paper collection remains active, the RCC is implementing a plan to revive interest among County departments and raise the collection rate to at least the 2003-2004 levels by 2008.
2. Ensure and encourage the use of recycled-content paper in place of virgin 8.5 x 11 in, 24 lb. Laser Paper. With increased quantity, it is anticipated that the cost to purchase recycled paper products will be comparable to the price of virgin paper.
3. Continue to explore other recyclable items that could generate cost savings to the County.

**Miami-Dade County Resource Conservation Committee  
2006 Annual Report**

4. Identify more recycled products in the GSA On-line Catalog.
5. Be compliant with reporting commitments in accordance with Resolution R-374-03. The committee has revised the reporting timeframe to be in-line with the County's fiscal year - i.e. all department reporting is requested in October, data collection activities completed by December, and the final report presented to the Board in April.

**Education/Information**

The RCC has developed projects to help provide education to County employees on the benefits and "How To's" of waste reduction, recycling, and Environmentally Preferable Purchasing (EPP). The following revisions were made to the RCC's website during this reporting period:

- The webpage was renamed as:  
<http://www.miamidade.gov/derm/Conservation/home.asp> ;
- Information about the RCC name change, a revision of the Committee's history to include the newest resolution and the Committee's expanded goals, a list of subcommittees and associated responsibilities, department representatives, recyclable materials, various recycling and purchasing programs, promotional and educational materials, and Hotline numbers were added to the webpage;
- Awarded recycling contracts were posted;
- Posted resource information and case studies on Environmentally Preferable Purchasing initiatives that have been successfully implemented in other local governments, and procedures on methods of improving recycling practices in other County departments. The goal of providing this information is to alert employees of available recycling activities and to provide contact numbers they can call to receive additional information;
- Updated the Department Representative page listing participating departments and representatives. Of the seventy-five County departments, only thirty-nine have liaisons dedicated to the recycling program.

"Exhibit C" includes resourceful websites, and "Exhibit F" is a series of recycling posters developed for County departmental use.

**OTHER ONGOING INITIATIVES**

**The "Green Seal" Certification**

Inclusion of environmental specifications into County bids and contracts has been successful. The County's new custodial product bids include language mandating the use of Green Seal certified cleaning materials wherever such certification exists. Green Seal is a national standard developed in collaboration with several environmental health organizations, and certified products have undergone rigorous testing. Through the contracting process, the goal is to get more companies to use less toxic cleaners, resulting in environmental benefits as well as improved indoor air quality and working conditions for employees.

**Recycling Coordination Activities**

The RCC is also attempting to consolidate recycling activities among Departments. The need for coordination between department recycling and the need for inserting regulatory language in new contracts demonstrate the importance of having proper representation on the Committee.

**Miami-Dade County Resource Conservation Committee  
2006 Annual Report**

**Contract Standards and Specifications**

The RCC in conjunction with the Department of Procurement Management, have incorporated environmental language into procurement contracts. For janitorial service contracts, emphasis was placed on the purchase and use of less toxic materials, and training programs. Additionally, specifications for future janitorial contracts must stipulate that the contractor shall provide training to office building janitorial staff to keep recyclable material separate from disposable waste in order to reduce contamination problems identified as an ongoing challenge to effective recycling. Upon award of the contract and issuance of the Notice to Proceed, the Committee will coordinate with the contractor on this initiative. It is important to note that since FY 2005-2006, three toner cartridge supply contracts and nineteen janitorial contracts have been awarded with the aforementioned environmental language.

**SUMMARY AND RECOMMENDATIONS**

This project continues to provide departments with an increased awareness of their activities and progress in waste reduction, recycling, and Environmentally Preferred Purchasing. It also helps to identify problem areas in reporting and implementation that continue to be addressed by the committee, as well as additional opportunities that can be pursued by county departments.

An increase in the participation by county departments in the RCC is certain to improve the overall effectiveness of this committee. At present 39 county departments (52%) have representatives assigned to the committee. While the committee is encouraged by the increase in meeting attendance over the last couple of years, a primary RCC goal for FY06-07 is to increase the number of departments participating on the committee.

Another improvement the committee is focusing on is developing a relatively simple data collection system. This is needed because it remains difficult for departments to categorize purchased items "after-the-fact" into the three tracking categories of recycling, EPP, and recycled-content purchases. The RCC has determined that a meeting with certain DPM and GSA staff along with interested RCC members should be held to work on this project. Another related project is working with ETSD to design and implement a tracking form (preferably web-based) that can be used by departments as they place orders or recycle materials. This will assist departments in identifying environmentally preferable products.

DERM staff will continue to work with the Committee to further the County's progress in its waste reduction, recycling, and EPP goals, and anticipates, with the implementation of the priorities set forth for FY 2007-2008, the committee will establish a standard for identifying and verifying the overall success of the program.

The development of a Sustainability Coordinator, as recently approved by the Board, would be certain to improve the effectiveness in implementing the recommendations set forth by the Committee as well as to improve timeliness in reporting from the departments.

**Miami-Dade County Resource Conservation Committee  
2006 Annual Report**

The following matrix table summarizes activities from this reporting period (2004-2006), including priorities; key intended outcomes; and desired results.

| <b>Table 7<br/>MRCC Report Summary Matrix</b> |   |  |   |
|---|---|--|---|
| <b>Activity</b>                               | <b>Priority</b>                             | <b>Key Intended Outcome</b>  | <b>Goal or Result</b>   |
| <b>Resource Conservation Committee</b>        | Electronics                                 | Learn current policies on reuse, recycling, or disposal of waste or equipment generated by County departments through training conferences             | Be able to develop language referencing "end of life" clause for new wireless phone service contracts.  |
|   | Recycling                                   | Identify recyclable products and facilitate their being recycled in County department operations.  | Since 2003-04, four recyclable items were added to the eight previously recycled by County departments.   |
|   | Education                                   | (1) To provide education programs to County employees on the benefits of waste reduction, recycling and EPP; and (2) To update the committee's webpage | As of 2004-2005, web page name was updated; the Committee name changed, the newest resolution and expanded committee goals were incorporated, subcommittees were created to focus on specific goals; recycling contract(s) were awarded; resource information and case studies on EPP initiatives were provided; the Department Representative page was updated   |
|   | Environmentally Preferable Purchasing (EPP) | Promote purchases of products with recycled content, identify products currently available through GSA   | GSA has identified 79 items as EPP available for purchase, ranging from toner cartridges to recycled paper. Six departments have reported additional EPP activities - MDAD, DERM, Elections, DHS, PRD, and DPM.   |
|   | Committee Personnel                         | Increase in participation of County departments and attendance at RCC meetings   | As of September 2006, the number of Departments participating in RCC was 35 as compared to 5 departments in FY04. A Chairperson was appointed; the committee's resources and processes were consolidated and streamlined; subcommittees were disbanded; and the RCC stayed on schedule to submit Annual Report to the Board on April 2007.  |
| <b>Annual Reporting</b>                       | Reporting Schedules                         | Compliance with reporting commitments in accordance with Resolution R-374-03   | As of June 2006, the reporting timeframe was revised to be in-line with the County's fiscal year - i.e. all department reports must be submitted by October, data collection activities completed by December, and the final report presented to the Board in April.  |
| <b>Ongoing Initiatives</b>                    | Training Conferences (2006)                 | To learn current information on recycling and EPP issues.  | <u>Recycle Florida Today</u> provided information on various recycling issues and legislation;<br><u>NRC Recycling Conference</u> emphasized the pros and cons of "Single Stream Collection" where all recyclables are combined and sorted at the collection center. Via this process, cost of collection is cheaper for municipalities;<br><u>E-Scrap Conference</u> addressed the absence of federal legislation and dangers of unregulated electronic dumping;<br><u>Chlorine-Free (CF) Association Conference</u> focused on impact of non-CF paper on the environment and landfill facilities. |
|   | Contract Standards and Specifications       | To incorporate environmental language into procurement contracts.  | Working with DPM, janitorial service contracts emphasized the purchase of less toxic materials. The contracts stipulate the contractor to provide training to office janitorial staff to reduce cross-contamination of recycled products during collection. As of 2006, three (3) toner cartridge supply contracts and nineteen (19) janitorial service contracts have been awarded with the aforementioned language.   |
|   | Electronic Tracking                         | Develop a system that will identify purchases of "Green" products  | The Committee discussed with ETSD the need to develop and incorporate a tracking structure into the County's existing purchasing system.  |
|   | Sustainability Coordinator                  | Require RCC participation from and environmental practices in all departments; facilitate monthly meetings   | This position has been recommended by the County Manager's Office to go before the Board of County Commissioners this year for approval   |

**Miami-Dade County Resource Conservation Committee  
2006 Annual Report**

**Appendix**

**EXHIBIT A**

**Definition /Acronym**

|                  |   |
|------------------|---|
| EPP:             | Environmentally Preferable Purchasing is the acquisition of "products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose."                            |
| Hazardous Waste: | By-products of society that can pose a substantial or potential hazard to human health or the environment when improperly managed.  |
| Post consumer:   | Recovered materials that are diverted from municipal solid waste for the purpose of collection, recycling, and disposal.  |
| Pre consumer:    | Materials generated in manufacturing and converting processes such as manufacturing scrap, trimmings and cuttings. Includes print overruns, over issue publications, and obsolete inventories.  |
| RCC              | The Resource Conservation Committee is comprised of members from various county departments. The committee is responsible for promoting, facilitating, and overseeing the efforts of county employees in recycling, recycled –content purchasing, and EPP activities. |
| Recycle/Reuse:   | Minimizing waste generation by recovering and reprocessing usable products that might otherwise become waste (i.e. recycling of aluminum cans, paper, and bottles, etc.)  |
| Solid Waste:     | Non-liquid, non-soluble materials ranging from municipal garbage to industrial wastes.  |
| Universal Waste  | Low risk hazardous waste generated by a variety of people. This waste has three categories CRTS, thermostats, batteries and lamps (fluorescent tubes, discharge lamps, mercury vapor lamps, (non auto) batteries and mercury thermometers.                            |

**Miami-Dade County Resource Conservation Committee  
2006 Annual Report**

**EXHIBIT B**

**Miami-Dade Resource Conservation Committee**

| <u>Primary</u>         | <u>Rep. Dept</u> | <u>Alternate</u>       |
|------------------------|------------------|------------------------|
| Broaster-Doyle, Pamela | AMS              | Ramirez, Susana        |
| Diaz, Danny            | BLDG             | Sotolongo, Vivian      |
| Delaney, Alvin         | CAA              | King, Christine        |
| Trofort, Jean Rony     | CED              |                        |
| Sanchez, Rodzandra     | CEPT             | Cedeno, Rachelle       |
| Johnson, Carole        | CICC             |                        |
| Stephenson, Alicia     | COC              |                        |
| Flevaris, Bobby        | CSD              | Mayra Beltran          |
| Bazzani, Manuel        | DCAD             | Leal, Gustavo          |
| Calle, Julio           | DERM             | Mayo, Kem              |
| Edouard, Stanley       | DERM             |                        |
| Aldrich, Gale          | DHS              | Reese, Joann           |
| Rowe, Garrett          | DP&Z             |                        |
| Wiggins, Drakus        | DPM              | Smith, Doris           |
| Clark, Khanya          | DSWM             | Colbourne, Yvette      |
| Saboya, Maria          | Elections        | Anestis Konstantinidis |
| Abreu, Edsel           | ERD              |                        |
| Concepcion, John       | ETSD             | Bianchi, Carlos        |
| Shycko, Jaime          | ETSD             |                        |
| Cam, Peter             | FIN              | Chircut, Triveni       |
| Coughlin, Dan          | GSA Store        |                        |
| Hamilton, Mark         | GSA, Fleet       |                        |
| Douglass, Daniel       | GSA, Fac.Mgt     | Racine, David          |
| Thompson, Audie        | GSA, Printing    | Hernandez, Alain       |
| Neubauer, Ryan         | HFA              |                        |
| Maresma, Leonel        | LIB              | Gorgoy, Lluís          |
| Brannock, James        | MDCR             | Marquez, Richard       |
| Eichenbaum, Anita      | MDFR             |                        |
| Solomon, Bill          | MDP&R            |                        |
| Cole, Michael          | MDPD             |                        |
| Maldonado, George      | MDTA             | Sharifi, Akbar         |
| Camejo, Oscar          | MPO              |                        |
| Susannah Troner        | OSBM             | Horton-Tavera, Amy     |
| Birdwell, Ruth         | OSNP             |                        |
| Wyche, Corinthia       | PA               |                        |
| Pena, Guillermo        | PAC              |                        |
| Saldivar, Yadiris      | PWD              | Lewis, Blanca          |
| Platoff, Allen         | Seaport          |                        |
| Campbell, Kyndal       | Vizcaya          |                        |
| Negahban, Sherry       | WASD             | Caveda, Ana            |

**Miami-Dade County Resource Conservation Committee  
2006 Annual Report**

## **EXHIBIT C – Webpage Links**

**HOME:** <http://www.co.miami-dade.fl.us/derm/Conservation/home.asp>

### **RESOURCE CONSERVATION SECTION**

**ABOUT US**

<http://www.co.miami-dade.fl.us/derm/Conservation/home.asp>

**SUBCOMMITTEES**

<http://www.co.miami-dade.fl.us/derm/Conservation/subcommittees.asp>

**COMMITTEE MTGS.**

[http://www.co.miami-dade.fl.us/derm/Conservation/committee\\_meeting.asp](http://www.co.miami-dade.fl.us/derm/Conservation/committee_meeting.asp)

**LEGISLATIONS AND RESOLUTIONS:**

<http://www.co.miami-dade.fl.us/derm/Conservation/resolution.asp>

### **YOU CAN HELP SECTION**

**REDUCE AND REUSE:**

[http://www.co.miami-dade.fl.us/derm/Conservation/reduce\\_reuse.asp](http://www.co.miami-dade.fl.us/derm/Conservation/reduce_reuse.asp)

**GREEN PURCHASING:**

[http://www.co.miami-dade.fl.us/derm/Conservation/epp\\_buy\\_recycled.asp](http://www.co.miami-dade.fl.us/derm/Conservation/epp_buy_recycled.asp)

**GET INVOLVED:**

[http://www.co.miami-dade.fl.us/derm/Conservation/you\\_help.asp](http://www.co.miami-dade.fl.us/derm/Conservation/you_help.asp)

**FOR BUSINESSES:**

<http://www.reduceyourwaste.org>

### **RECYCLE SECTION**

**OFFICE PAPER:**

[http://www.co.miami-dade.fl.us/derm/Conservation/office\\_paper.asp](http://www.co.miami-dade.fl.us/derm/Conservation/office_paper.asp)

**CARDBOARD:**

<http://www.co.miami-dade.fl.us/derm/Conservation/cardboard.asp>

**INK AND CARTRIDGES:**

[http://www.co.miami-dade.fl.us/derm/Conservation/ink\\_toner\\_cartridge.asp](http://www.co.miami-dade.fl.us/derm/Conservation/ink_toner_cartridge.asp)

**BATTERIES:**

<http://www.co.miami-dade.fl.us/derm/Conservation/battery.asp>

**FLUORESCENT LAMPS:**

[http://www.co.miami-dade.fl.us/derm/Conservation/fluorescent\\_lamp.asp](http://www.co.miami-dade.fl.us/derm/Conservation/fluorescent_lamp.asp)

**PALLETS:**

<http://www.co.miami-dade.fl.us/derm/Conservation/pallet.asp>

**Miami-Dade County Resource Conservation Committee  
2006 Annual Report**

**EXHIBIT D – Resource Section**

**PROMOTIONAL MATERIALS:**

<http://www.co.miami-dade.fl.us/derm/Conservation/resources.asp#item1>

**COUNTY RECYCLING:**

<http://www.co.miami-dade.fl.us/derm/Conservation/resources.asp#item2>

**AGENCY INFORMATION:**

<http://www.co.miami-dade.fl.us/derm/Conservation/resources.asp#item3>

**EDUCATION MATERIALS:**

<http://www.co.miami-dade.fl.us/derm/Conservation/resources.asp#item4>



**Miami-Dade County Resource Conservation Committee  
2006 Annual Report**

**EXHIBIT E - Vendors** The table below is a listing of vendors that provided recycling/disposal services to Miami-Dade County for the reporting FY04-05 and FY05-06.

| Vendor                    | Item  | Classification  | Expense / Savings |
|---------------------------|---|---|-------------------|
| JustMicro                 | Toner cartridges  | Recyclable material   | Savings           |
| Port Consolidated         | Off-spec jet A fuel   | Recyclable material   | Savings           |
| EMC Oil                   | Used oil filters  | Hazardous waste   | Expense           |
| AERC COM Inc.             | Fluorescent bulbs   | Universal waste   | Expense           |
| Cliff Berry               | Antifreeze / Coolant<br>Shop rags/towel   | Hazardous waste<br>Hazardous waste  | Expense           |
| PMI                       | Antifreeze / Coolant<br>Batteries (alkaline)<br>Shop rags/towels                        | Hazardous waste<br>Universal waste<br>Hazardous waste                                       | Expense           |
| Tropical International    | Batteries (auto)  | Hazardous waste   | Expense           |
| Pelar Trading Inc.        | Used tires  | Solid waste   | Expense           |
| Spirit Solutions          | Shop rags/towels  | Hazardous waste   | Expense           |
| Herrera Tire Service Inc. | Used tires  | Solid waste   | Expense           |
| Perma-Fix                 | Antifreeze/ Coolant<br>Fluorescent bulbs<br>Mercury waste<br>Oily water<br>Used solvent | Hazardous waste<br>Universal waste<br>Universal waste<br>Hazardous waste<br>Hazardous waste | Expense           |
| Perma-Fix                 | Used oil  | Hazardous waste   | Savings           |
| NAPA                      | Batteries (auto)<br>Refrigerant R12<br>Refrigerant R134                                 | Hazardous waste<br>Hazardous waste<br>Hazardous waste                                       | Expense           |
| Safety Kleen PPM Inc.     | Used solvent  | Hazardous waste   | Expense           |
| Republic Services of FL   | Mixed office paper, shredded  | Recyclable material   | Expense           |
| BFI                       | Newspaper<br>Mix office paper   | Recyclable material<br>Recyclable material  | Expense           |
| RBRC                      | Batteries (rechargeable)  | Recyclable material   | None              |
| EcoPaper                  | Mix office paper  | Recyclable material   | Savings           |
| Petroleum Management      | Used oil filters  | Hazardous waste   | Expense           |

EXHIBIT F - Posters

**BATTERIES**  
**Keep out of the trash**



**Batteries**



**All Household  
Types & Sizes**

**RECYCLE**  
**in the proper container**  
**Zero waste**  
**You make it happen**



**MIAMI-DADE  
COUNTY**

**RESOURCE CONSERVATION COMMITTEE**

FOR MORE INFORMATION VISIT  
[www.miamidade.gov/dem/conservation/home.asp](http://www.miamidade.gov/dem/conservation/home.asp)

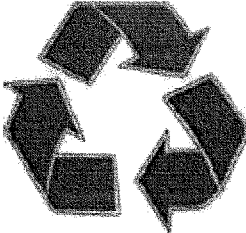
EXHIBIT F - Posters



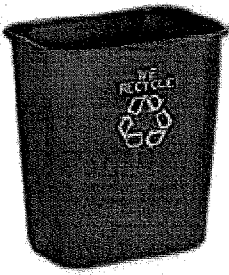
EXHIBIT F - Posters



**EXHIBIT F - Posters**



## RECYCLE PAPER IN YOUR BLUE BIN




**ACCEPTABLE ITEMS IN MIXED PAPER**

- *Computer print outs*
- *Printed white paper and colored paper ( pen and pencil marks O.K.)*
- *Notebook paper*
- *Adding machine paper*
- *File folders (manila, white, or pastel colored)*
- *Carbonless paper and forms (NCR paper)*
- *Self-adhesive notes*
- *Card stock (manila or colored)*
- *Fax paper*
- *Newspapers and magazines*
- *Junk mail*
- *Soft covered books with white pages*

**Note: Staples and paperclips DO NOT have to be removed**

**UNACCEPTABLE ITEMS IN MIXED PAPER**

- *Kitchen and food waste (paper plates, cups, and food wrappers)*
- *Cardboard*
- *Paper towels, Napkins and tissues*
- *Carbon paper*
- *Tear resistant papers ( example, flimsy Federal Express envelopes )*
- *Water resistant papers ( paper ream wrappers)*
- *Hanging folders(brown or green Pendaflex papers)*
- *Pressure sensitive adhesive (crack and peel labels)*
- *Paperboard*



**MIAMI-DADE  
COUNTY**  
**RESOURCE CONSERVATION COMMITTEE**

FOR MORE INFORMATION VISIT  
[www.miamidade.gov/dem/conservation/home.asp](http://www.miamidade.gov/dem/conservation/home.asp)